

L 23.2 : 7 21

19 Jul '48



National Standards of Apprenticeship FOR Terrazzo Workers

JOINTLY FORMULATED AND ADOPTED BY THE NATIONAL TERRAZZO AND MOSAIC ASSOCIATION, INC. AND BRICKLAYERS', MASONS' AND PLASTERERS' INTERNATIONAL UNION OF AMERICA IN ACCORDANCE WITH STANDARDS OF THE FEDERAL COMMITTEE ON APPRENTICESHIP

U. S. Department of Labor • Bureau of Apprenticeship • Washington

NATIONAL TERRAZZO WORKERS JOINT
APPRENTICESHIP COMMITTEE

The National Terrazzo and
Mosaic Association, Inc.

HARRY N. CAFMEYER, *President*
THEODORE L. MEDFORD, *Executive*
Secretary

Bricklayers, Masons and Plasterers'
International Union of America

HARRY C. BATES, *President*
R. J. GRAY

FOREWORD

The intricacies and high quality of work in the terrazzo trade requires craftsmen with a background of training and experience in a wide variety of tasks. When terrazzo work was first introduced in this country in 1890, an ample supply of skilled workers could be obtained from Italy where the craft originated and was developed. Since then—and especially after the curtailment of immigration following World War I—there has been a gradual depletion in the ranks of terrazzo craftsmen, due to retirement, death, and other causes. With the growing popularity of terrazzo in the United States, the need to expand the skilled working force greatly increased.

Although centuries old, terrazzo is recognized today as thoroughly modern architecturally for a variety of purposes. It is being selected by architects for floor finish, wall surfaces, bases, borders, wainscoting, stair treads, plazas, bathroom decoration, and other uses. The adaptability of terrazzo for unique, decorative design, its durability and low maintenance cost, have made it especially popular for flooring in foyers of office buildings, hotels and educational institutions; in banks and churches; for plazas and other public places.

To provide for the craftsmen needed in the trade, and maintain continuously an adequate skilled working force, the basic standards of apprenticeship, set forth in the following pages, have been formulated by a national employer-labor committee for the guidance of those concerned with training. This committee is equally representative of the National Terrazzo and Mosaic Association, and the Bricklayers, Masons and Plasterers International Union of America.

These standards were formulated with the assistance of the Bureau of Apprenticeship, U. S. Department of Labor. They are designed to serve as a pattern for contractors and labor in every locality in establishing adequate, uniform programs of apprenticeship, and in organizing local committees to carry out the objectives of the programs. The training provisions outlined conform with practices and procedures generally accepted in this country as the most effective

to enable apprentices to master the skills required for full-fledged craftsmanship.

In addition to the guidance provided by these standards, contractor and labor groups may take advantage of the assistance of representatives of the Bureau of Apprenticeship and State Apprenticeship Agencies listed in the latter part of this pamphlet.

WILLIAM F. PATTERSON, *Director,*
Bureau of Apprenticeship.

NATIONAL STANDARDS OF APPRENTICESHIP FOR TERRAZZO WORKERS

In order to provide sufficient skilled mechanics for the natural increase of the terrazzo trade, it is agreed to by both signatories to this agreement that an apprentice system be established of such scope as will meet the requirements both as to the number and the efficiency of its workmen.

It is further agreed that in order to promote the institution and execution of an apprentice system guaranteeing thorough training, the following rules and regulations be adopted and made part of this agreement, and both parties hereto bind themselves to carry them into effect.

GENERAL RULES AND REGULATIONS GOVERNING THE EMPLOYMENT, TRAINING AND INSTRUCTION OF APPRENTICES

Applicants for apprenticeship must be at least 17 years of age. Each local joint arbitration board or joint apprenticeship committee shall have the right to determine the maximum age for apprentices. All apprentices must be duly indentured. Applicants for apprenticeship shall be approved by the local joint arbitration board or the local joint apprenticeship committee of the B. M. & P. I. U. of A. and the National Terrazzo and Mosaic Association, and be registered at the B. M. & P. I. U. of A. headquarters.

Apprentices shall serve a term of three years at the terrazzo trade, including school instruction, as directed by the local joint arbitration board or local joint apprenticeship committee. The first three months of apprenticeship term shall be recognized as a probationary period. During this period the apprenticeship indenture may be annulled or cancelled for cause by either party thereto. Under certain conditions hereinafter set forth, the apprenticeship period may be reduced.

There may be two types of apprentices and the local joint arbitration boards or local joint apprenticeship committees may utilize either or both of these classifications in making apprentices: (1) the individual who has had no previous experience in the terrazzo industry; (2) the terrazzo workers' helper.

Helper apprentices shall serve for a term of two years after which, if qualified, he shall receive his journeyman's card. His wages shall start at the second-year rate provided hereinafter.

Veterans must be given preference for apprenticeship training by all local joint arbitration boards or local joint apprenticeship committees. The local joint arbitration boards or local joint apprenticeship committees may grant such other concessions to veterans in their localities as the individual cases coming before them may warrant. All local joint arbitration boards or local joint apprenticeship committees shall familiarize themselves with the provisions of the G. I. "Bill of Rights" in order that full advantage may be taken of any opportunities offered by the Federal Government to aid in the furthering of this apprenticeship program.

Apprentices shall be given a thorough training in all work pertaining to the preparing and installing of all work as is classified in Article 2 of the National Agreement between the B. M. & P. I. U. and the National Terrazzo and Mosaic Association.

The rate of apprentice wages shall be as follows:

First year.....	60 percent of the mechanic's wage.
Second year.....	70 percent of the mechanic's wage.
Third year.....	80 percent of the mechanic's wage.

Supervision of apprentices and the enforcement of a faithful performance of the apprenticeship agreement by both parties hereto shall be as follows:

- (a) In States and Provinces having laws pertaining to apprentices, by the laws of the State or Province.
- (b) In cities having no State or Provincial laws, the regulation of apprentices shall be by the joint arbitration board or the local joint apprenticeship committee of the local terrazzo contractors and the local union.

All indentures must be executed in quadruplicate, one copy to the apprentice, one retained by the employer, the third to be filed with the Party of the First Part, and the fourth with the Party of the Second Part of this agreement.

Apprentices upon completion of their term shall be furnished with a suitable certificate upon application for same to be issued by the National Terrazzo and Mosaic Association and the Brick-

layers, Masons and Plasterers' International Union of America, accompanied with recommendations and certificates of qualifications by the supervising boards.

Apprentices shall work with a mechanic for the first year of their apprenticeship.

Helper apprentices shall work with a mechanic for the first six months of their apprenticeship.

There shall be two methods under which apprentices may be indentured:

(a) Any employer, subject to the approval of the local joint arbitration board or the local joint apprenticeship committee, may indenture an apprentice and assume the full responsibility of continuous employment and complete training of this boy for the period of his apprenticeship.

(b) Apprentices may be indentured to the local joint arbitration board or the local joint apprenticeship committee and such indentures shall be known as the rotation system. The board assumes full responsibility for the employment and training of such apprentices. All rules governing the training of these men shall be promulgated by the local joint arbitration board or the local joint apprenticeship committee. It is agreed that apprentices may be transferred from one contractor to another, and from operation to operation in the shops of the terrazzo contractors who agree to participate in the rotation plan and who have not personally indentured an apprentice, and shall be, and remain, under the supervision and at the direction of the local union through the officials selected for this duty. The employment of such apprentices shall be provided for to the average of the employment for the journeyman terrazzo worker within that jurisdiction.

In all cities that have a separate terrazzo workers' local union, the local joint arbitration board or the local joint apprenticeship committee shall not indenture more than 5% in numbers of the number of members in the local terrazzo workers' organization, and not more than 5% each year thereafter: however, in localities in which there are mixed local unions and the local joint arbitration board or the local joint apprenticeship committee desire to use the rotating system, they shall not indenture more than one apprentice to every two terrazzo

firms in the area participating in the rotation plan. However, there is nothing to stop other terrazzo contractors in the area who, if they so desire and who employ on the average of two or more journeymen throughout the year may employ one apprentice, and when an average of five mechanics is employed throughout the year by any one employer he may be entitled to two apprentices and assume full responsibility for his employment and training heretofore mentioned, and these firms shall not be counted for the purpose of determining the number of apprentices that can be trained under the rotation plan in that area.

Any employer having agreed to and participated in the rotation plan shall not be eligible to indenture an individual apprentice until such time as those apprentices indentured while such contractor was a party to the rotation plan shall have finished the term of their apprenticeship.

In the event there may be exceptional or extenuating circumstances in any locality, the local joint arbitration board or the local joint apprenticeship committee may appeal to the B. M. & P. I. U. of A. and the National Terrazzo and Mosaic Association for permission to increase the number of apprentices over and above the maximums established herein.

In the event there is a deadlock in the local joint arbitration board or the local joint apprenticeship committee over any problems affecting apprentices or the apprenticeship program, it must be referred to the executive officers of the B. M. & P. I. U. of A. and the National Terrazzo and Mosaic Association for settlement. Such settlement by the executive officers of these two organizations shall be binding and final on the local joint arbitration board or the local joint apprenticeship committee.

APPROVED BY: THE NATIONAL TERRAZZO WORKERS JOINT APPRENTICESHIP COMMITTEE

NATIONAL TERRAZZO AND
MOSAIC ASSOCIATION, INC.
HARRY N. CAFMEYER,
President
THEODORE L. MEDFORD,
Executive Secretary

BRICKLAYERS, MASONS AND PLAS-
TERERS' INTERNATIONAL UNION
OF AMERICA,
HARRY C. BATES, *President*
R. J. GRAY

REGISTRATION OF APPRENTICESHIP STANDARDS AND AGREEMENTS

State apprenticeship councils and the Federal Committee on Apprenticeship, the national policy-making body on apprentice training, provide for the registration of apprenticeship standards and individual apprenticeship agreements. Local joint apprenticeship committees should formally register apprenticeship standards and apprenticeship agreements with these councils or with the Federal Committee on Apprenticeship in States where no such council exists.

The apprenticeship standards should specify that it shall be the duty of the local apprenticeship committee:

1. To request the appropriate State apprenticeship agency, recognized by the Federal Committee on Apprenticeship, to register each apprenticeship agreement (which automatically registers such agreement with the Federal Committee). If no such State agency exists, the Bureau of Apprenticeship, U. S. Department of Labor should be requested to register the apprenticeship agreement with the Federal Committee on Apprenticeship.
2. To notify the appropriate registration agency of all terminations or cancellations of apprenticeship agreements.
3. To recommend that each apprentice be issued a Certificate of Completion of Apprenticeship by the registration agency after the apprentice has completed his term of apprenticeship and an examination by the local joint apprenticeship committee.
4. After final approval of the local apprenticeship standards, the local joint apprenticeship committee should send a copy of the standards to the National Terrazzo Workers Joint Apprenticeship Committee.
5. All joint apprenticeship committees should send periodic reports to the National Terrazzo Workers Joint Apprenticeship Committee on the number of apprenticeship agreements that are registered, completed, and cancelled.

APPRENTICE SCHEDULE FOR TERRAZZO WORKERS

The following schedule of trade experience and training for apprentices is based upon schedules in programs registered with the Federal Committee on Apprenticeship, or State apprenticeship councils. The schedule does not necessarily cover the entire jurisdiction of any trade classification. If desired, 85% of the apprenticeship term may be allocated to specific items of experience, leaving 15% of the time for review or emphasis in some phase of the trade, in accordance with local needs of the apprentice and the industry.

During his apprenticeship, the apprentice shall receive instruction and experience in all branches of terrazzo work as indentured, including the preparation of material for assembly, as is necessary to develop a practical and skilled craftsman, versed in the theory and practices of the trade. He shall also perform such other duties in the shop and on the job as are commonly related to a terrazzo apprenticeship. This schedule is an example of the type of experience and training through employment, considered necessary to develop a skilled worker in the trade. The approximate training time should be established by the local joint apprenticeship committee.

<i>EXPERIENCE SCHEDULE</i>	<i>APPROXIMATE TRAINING TIME</i>
A. Shoot water levels	
B. Lay screeds, rod off concrete	
C. Lay out pattern designs from sketches or plans	
D. Set grade strips (brass, metal, wood) set grounds for terrazzo base and curbs	
E. Put up terrazzo base, wainscot, and scratch coat	
F. Lay top cement, rod off, mix and sprinkle terrazzo	
G. Roll and trowel terrazzo fill to grade	
H. Build terrazzo steps and curbs	
I. Machine grinding and polishing, acid washing	
J. Make pre-cast terrazzo base steps, floor, wainscot, window stools, and partitions	
K. Mix base concrete and top cement fill	
L. Care, use and maintenance of all tools of the trade	
Total	<u>.....</u>

APPRENTICESHIP AGREEMENT

THIS AGREEMENT, entered into this day of, 194.., between the parties to
 (Name of local apprenticeship standards)
 represented by the Joint Apprenticeship Committee, hereinafter referred to as the COMMITTEE and, born, herein-
 (Name of apprentice) (Month) (Day) Year)
 after referred to as the APPRENTICE, and (if a minor),
 (Name of parent or guardian)
 hereinafter referred to as his GUARDIAN.
 WITNESSETH THAT:

The Committee agrees to be responsible for the placement and training of said apprentice in the trade of as work is available, and in consideration said apprentice agrees diligently and faithfully to perform the work incidental to the said trade during the period of apprenticeship, in accordance with the regulations of the Committee. The Apprenticeship Standards referred to herein are hereby incorporated in and made a part of this agreement.

Credit for previous experience	} Hours.	Apprenticeship	} Hours.
at trade, if any	} Years.	remaining	} Years.
Other conditions			

In witness whereof the parties hereunto set their hands and seals:

..... [SEAL] (Apprentice)	 [SEAL] (Representative of Joint Apprenticeship Committee)
..... (Address)	 (Title)
..... [SEAL] (Parent or Guardian)	 [SEAL] (Representative of Joint Apprenticeship Committee)
..... (Title)	

Registered by the
 (Name of registration agency)

By Title Date, 194..

The undersigned agrees to provide employment and training in accordance with Standards named herein.

First (Employer)	Second (Employer)
Third (Employer)	Fourth (Employer)

Available through Bureau of Apprenticeship, U. S. Department of Labor,
 Washington, D. C.

APPRENTICESHIP AGREEMENT

(Front View)

THIS AGREEMENT, entered into this day of, 19...., between, hereinafter referred to as the EMPLOYER, and (Name of employer), born, hereinafter referred to as (Name of apprentice) (Month) (Day) (Year) APPRENTICE, and (if a minor), hereinafter (Name of parent or guardian) referred to as his GUARDIAN.

WITNESSETH that the EMPLOYER, the APPRENTICE, and his GUARDIAN desire to enter into an agreement of apprenticeship and therefore, in consideration of the premises and of the mutual covenants herein contained, do hereby mutually covenant and agree as follows:

That the EMPLOYER shall employ and teach the APPRENTICE the trade or craft of in conformity with the terms and conditions set forth on the reverse side of this agreement and made a part hereof:

That the APPRENTICE shall perform diligently and faithfully the work of the trade or craft during the period of apprenticeship, in conformity with the terms and conditions set forth on the reverse side of this agreement and made a part hereof;

That the GUARDIAN promises that the apprentice will duly perform all obligations undertaken herein;

That the apprenticeship term begins on the day of, 19...., and terminates upon the completion by the apprentice of (years or hours) of employment for said employer in said trade or craft, as stipulated on the reverse side of this agreement;

That this agreement is subject to approval by a recognized State Apprenticeship Council in the State in which the apprentice is employed, or if no such council exists in the State, by the Federal Committee on Apprenticeship, Bureau of Apprenticeship, U. S. Department of Labor.

That either party may terminate the agreement by submitting written notification of termination to the approving agency; but, if such notification is submitted after completion of the probationary period (stipulated on the reverse side hereof), the reasons for termination shall be given; and

That either party may at any time consult with the approving agency concerning the interpretation of any part of this agreement over which there is a difference.

IN WITNESS WHEREOF the parties hereunto set their hands and seals:

.....	
(Apprentice)	(Employer)
.....	By
(Address)	(Officer)
.....	
(Guardian)	(Address)

Approved on behalf of the
(Name of joint apprenticeship committee)

by on, 19....

Registered by
(Name of registration agency)

by on, 19....

APPRENTICESHIP AGREEMENT

(Back View)

TERMS AND CONDITIONS

1. Term of Apprenticeship and Period of Probation

2. Major Processes in Which the Apprentice is to Receive Instruction and Experience

(Under this heading state the different branches of the trade to be taught and the approximate time the apprentice shall work at each branch.)

3. Graduated Scale of Wages to be Paid the Apprentice

4. Number of Hours Per Day and Total Number of Hours Per Week to be Worked by the Apprentice

5. Number of Hours of School Instruction Per Year to be Attended by Apprentice, and Name of School

(144 hours per year is the minimum requirement.)

6. Special Provisions

(Write here any terms and conditions not elsewhere stated in this agreement.)

Prepared and distributed by Bureau of Apprenticeship, U. S. Department of Labor, Washington, D. C.



Certificates of Completion of Apprenticeship, awarded apprentices when they have completed their training, are issued by the State apprenticeship agency or the Federal Committee on Apprenticeship in States in which no such agency is established.



THE NATIONAL TERRAZZO AND MOSAIC ASSOCIATION

INCORPORATED

THEODORE L. MEDFORD
Executive Secretary

1420 NEW YORK AVE. N.W.
WASHINGTON 5, D. C.

To All Members of The National Terrazzo and Mosaic Association, Inc.

It is essential that an adequate number of skilled Terrazzo Workers be available in all areas of this country to carry on the construction work in this trade. Experience has proved that a good apprenticeship program operated by management and labor is the best method to develop skilled Terrazzo Workers.

In order that each Terrazzo Contractor may do his share in training apprentices, the National Terrazzo and Mosaic Association, Inc., and the Bricklayers, Masons & Plasterers' International Union have jointly developed and approved National Apprenticeship Standards for Terrazzo Workers. These National Apprenticeship Standards are based on successful apprenticeship experience in all parts of the country. They were formulated by the National Joint Terrazzo Workers Apprenticeship Committee in accordance with standards of the Federal Committee on Apprenticeship, the management-labor policy committee of the Apprentice-Training Service, U. S. Department of Labor.

The National Terrazzo and Mosaic Association, Inc., strongly urges all Terrazzo Contractors, in cooperation with Labor, to place these national standards in operation in all local areas and to start training apprentices.

Write or call the nearest office of the Apprentice-Training Service and request their help and consulting assistance in order that your program may be placed in operation as quickly as possible.

Sincerely yours,

Theodore L. Medford,
Executive Secretary

TO SERVE THE USERS AND PRODUCERS OF TERRAZZO
See our Catalog in Sweet's

PRESIDENT EMERITUS

WM. J. BOWEN

815-23 15TH STREET, N. W., WASHINGTON, D. C.

MEMBERS OF EXECUTIVE BOARD

PRESIDENT

HARRY C. BATES

815-23 15TH STREET, N. W.,
WASHINGTON, D. C.

FIRST VICE-PRESIDENT

A. J. CLELAND

815-23 15TH STREET, N. W.,
WASHINGTON, D. C.

VICE-PRESIDENTS

THIRD

JOHN MCLEOD
TORONTO, ONT., CANADA

FOURTH

JAMES FITTIN
ORANGE, N. J.

FIFTH

JOHN C. FITZMAURICE
ST. LOUIS, MO.

SIXTH

BERNARD JOHNSON
INDIANAPOLIS, IND.



Bricklayers, Masons and Plasterers' International Union of America

J-30423 17

HEADQUARTERS
BOWEN BUILDING
815-23 15TH STREET, N. W.



VICE-PRESIDENTS

EIGHTH

BLAINE C. SWAIN
OKLAHOMA CITY, OKLA.

NINTH

JAMES M. WHITE
BRONX, NEW YORK, N. Y.

TENTH

J. RAYMOND BRITTON
SPRINGFIELD, MASS.

WASHINGTON 5, D. C.

August 2, 1947

To Officers and Members of Subordinate Unions of the
B. M. & P. I. U. of A.

Dear Sirs and Brothers:

Enclosed please find a copy of the National Apprenticeship Standards for Terrazzo Workers to be operated jointly by members of the local employers association and local unions of the Bricklayers, Masons and Plasterers International Union of America.

These are basic standards and are subject to adjustment through local agreements with your employers. Any adjustments made should be held to a minimum and should be for the purpose of adjusting these standards to meet conditions existing in your particular locality.

We hope that this will provide a sound program for an extensive apprentice-training system in this trade.

Fraternally yours,

A. J. Cleland
A. J. Cleland
First Vice-President

DEPARTMENT OF LABOR
FEDERAL COMMITTEE ON APPRENTICESHIP
WASHINGTON 25 D. C.

August 10, 1947

National Terrazzo Workers
Joint Apprenticeship Committee

Gentlemen:

I am pleased to advise you that the National Standards of Apprenticeship for Terrazzo Workers, jointly formulated and adopted by your national committee, representing the National Terrazzo and Mosaic Association and the Bricklayers', Masons', and Plasterers' International Union of America, have been approved by and registered with the Federal Committee on Apprenticeship.

In view of the increasing need for terrazzo craftsmen, and the vital importance of thorough training to master the skills in the craft, the adoption of these national apprenticeship standards fills a long-felt need. The circulation of these standards among contractor and labor groups throughout the United States will help greatly to promote the establishment of adequate programs to develop the much needed skilled workers.

The inclusion of provisions for registering programs and apprentices will, in addition to the administrative advantages, facilitate the compilation of current statistics on apprenticeship activities in all parts of the country.

I sincerely hope that everyone engaged in the trade who is concerned with training, will receive a copy of these standards for his guidance in setting up and conducting apprenticeship programs. In planning programs contractors and labor may also have the assistance of field representatives of Apprentice-Training Service.

Very truly yours,

Wm F. Patterson

Wm. F. Patterson
Director
Apprentice-Training Service

STATE APPRENTICESHIP AGENCIES

(Including names of full-time directors)

Alaska Apprenticeship Council,
Department of Labor,
Juneau, Alaska.

Arizona Apprenticeship Council,
Industrial Commission,
Phoenix, Ariz.*

Arkansas Apprenticeship Council,
Department of Labor,
Little Rock, Ark.*

Archie J. Mooney, Chief, Division of
Apprenticeship Standards,
California Apprenticeship Council,
Department of Industrial Relations,
San Francisco, Calif.*

Tom Yoczik, Director of Apprenticeship,
Connecticut Apprenticeship Council,
Department of Labor and Factory Inspection,
Hartford, Conn.

Gino J. Simi, Director of Apprenticeship,
District of Columbia Apprenticeship Council,
District of Columbia Board of Commissioners,
Washington, D. C.*

Walter Rountree, Executive Secretary,
Florida Apprenticeship Council,
Industrial Commission,
Tallahassee, Fla.*

Abner N. Deane,
Director of Apprenticeship,
Hawaii Apprenticeship Council,
Department of Labor and Industrial Relations,
Honolulu, T. H.*

Iowa Apprenticeship Council,
Bureau of Labor,
Des Moines, Iowa.

Kansas Apprenticeship Council,
Labor Department,
Topeka, Kans.

Kentucky Apprenticeship Council,
Department of Industrial Relations,
Frankfort, Ky.*

R. I. Conran, Director of Apprenticeship,

Louisiana Apprenticeship Council,
Department of Labor,
Baton Rouge 4, La.*

Maine Apprenticeship Council,
Department of Labor and Industry,
Augusta, Maine *

Hubert L. Connor, Director,
Division of Apprentice Training,
Massachusetts Apprenticeship Council,
Department of Labor and Industries,
Boston, Mass.*

Frank Musala, Director,
Division of Voluntary Apprenticeship,
Minnesota Apprenticeship Council,
Industrial Commission,
St. Paul, Minn.*

Montana Apprenticeship Council,
Department of Agriculture, Labor, and Industry,
Helena, Mont.*

Nevada Apprenticeship Council,
Department of Labor,
Carson City, Nev.*

New Hampshire Apprenticeship Council,
Bureau of Labor,
Concord, N. H.*

New Mexico Apprenticeship Council,
Labor and Industrial Commission,
Albuquerque, N. Mex.*

John J. Sandler, Director of Appren-
ticeship,
New York State Apprenticeship Coun-
cil,

Department of Labor,
Albany, N. Y.*

Clarence L. Beddingfield, Director of
Apprenticeship,

North Carolina Apprenticeship Council,
Department of Labor,
Raleigh, N. C.*

Ohio Apprenticeship Council,
Department of Industrial Relations,
Columbus, Ohio

Norman O. Nilsen, Director of Appren-
ticeship,

Oregon Apprenticeship Council,
Bureau of Labor,
Portland, Oreg.*

Pennsylvania Apprenticeship Council,
Department of Labor and Industry,
Harrisburg, Pa.

Quintin Gonzalez Rodriguez, Director,
Apprenticeship Division,
Department of Labor,
San Juan, P. R.*

Rhode Island Apprenticeship Council,
Department of Labor,
Providence, R. I.

Vermont Apprenticeship Council,
Department of Industrial Relations,
Montpelier, Vt.*

J. Fred Kirchner, Executive Director,
Division of Apprenticeship Training,
Virginia Apprenticeship Council,
Department of Labor and Industry,
Richmond, Va.*

William Walker, Supervisor of Appren-
ticeship,

Washington Apprenticeship Council,
Department of Labor and Industries,
Seattle, Wash.*

Walter Simon, Director of Apprentice-
ship,

Wisconsin Industrial Commission,
Madison, Wis.*

* State apprenticeship law enacted.

**REGIONAL AND FIELD OFFICES
BUREAU OF APPRENTICESHIP
U. S. DEPARTMENT OF LABOR**

For information regarding the services of field representatives of the Bureau of Apprenticeship in the establishment of apprenticeship systems communicate with the nearest office listed below:

REGION I

(Conn., Maine, Mass., N. H., R. I.,
and Vt.)

Regional Office

Joseph E. Johnson, Regional Supervisor
Bureau of Apprenticeship
Room 1148, 294 Washington St.,
Boston 8, Mass.

Field Offices

Connecticut:

Bridgeport: Room 310, Post Office
Bldg.

Hartford: Room 1005, 983 Main St.

New Haven: Room 48, 746 Chapel
St.

Stamford: Room 12, Post Office Bldg.

Waterbury: 195 Grove Street, % Vet-
eran Advisory Center.

Maine:

Portland: 303 Court House, 158 Fed-
eral St.

Waterville: % City Engineer's Office,
City Hall.

Massachusetts:

Andover: 2 Post Office Bldg.

Pittsfield: 210 Post Office Bldg.

Springfield: Room 404, 1694 Main St.

Worcester: Room 333, Post Office
Bldg.

New Hampshire:

Manchester: Room 613, 875 Elm St.

Rhode Island:

Providence: East Providence Post
Office Bldg.

Vermont:

Burlington: Room 10, Union Station

REGION II

(New York State)

Regional Office

John R. Marion, Regional Supervisor
Bureau of Apprenticeship
Room 1318, 270 Broadway
New York 7, N. Y.

Field Offices

New York:

Albany: Room 711, 112 State St.

Binghamton: Room 203, U. S. Post
Office Bldg.

Buffalo: Room 230 Hurst Bldg. 47
West Huron St.

Jamestown: 114 East Third St.

Niagara Falls: Room 204, U. S. Post
Office Bldg.

Mineola: Room 203, Post Office
Bldg. Main and First St.

Rochester: Room 301, 70 Exchange
St.

Syracuse: 1010 Chimes Bldg. 500
South Salina St.

Troy: Room 210, 258 Broadway

Utica: Room 418, % N. Y. State
Department of Labor, 258 Genes-
see St.

REGION III

(Del., N. J., Pa.)

Regional Office

Thomas P. Kenney, Regional Supervisor
Bureau of Apprenticeship
1505 Widener Bldg.
Juniper and Chestnut St.
Philadelphia 7, Pa.

REGION III—Continued

Field Offices

Delaware:

Wilmington: Room 103, U. S. Customs House. 6th and King Sts.

New Jersey:

Camden: 538 Broadway.

Newark: 930 Essex Bldg. 31 Clinton St.

Trenton: Room 251-B Federal Bldg.

Pennsylvania:

Allentown: Room 20, U. S. Post Office Bldg. 5th and Hamilton Sts.

Altoona: % Pennsylvania State Employment Service, 1109 16th St.

Erie: 128 Federal Bldg.

Harrisburg: 601 Feller Bldg. Third and Market Sts.

Oil City: % Pennsylvania State Employment Service, Drake Bldg. 325 Seneca St.

Pittsburgh: 404 Arrott Bldg. 4th Ave. and Wood St.

Pottsville: % Pennsylvania State Employment Service, 394 South Centre St.

Reading: % Pennsylvania State Employment Service, Front and Penn Sts.

Scranton: Room 331, U. S. Post Office Bldg.

Wilkes-Barre: % Pennsylvania State Employment Service, 5 East Market St.

Williamsport: % Pennsylvania State Employment Service, 228-230 Pine St.

REGION IV

(D. C., Md., N. C., Va., W. Va.)

Regional Office

Robert F. Handley, Regional Supervisor
Bureau of Apprenticeship

Room 2324, Temporary "U" Bldg.
12th and Constitution Ave. NW.

Washington 25, D. C.

Field Offices

District of Columbia: Washington:
Room 201, 470 Indiana Ave.

Maryland:

Baltimore: 316 Appraisers' Stores,
103 South Gay St.

Hagerstown: 111 South Potomac St.

Silver Spring: Service Aid Council
Building, Jessup Blair Park

North Carolina:

Charlotte: Room 315, Independence
Bldg. Raleigh: 509 Caswell Bldg.

Winston-Salem: 805 North Liberty
St.

Virginia:

Norfolk: 416 Royster Bldg.

Richmond: Room 301, 205 West
Grace St.

Roanoke: Room 301, School Admin-
istration Bldg.

West Virginia:

Charleston: No. 3 Federal Bldg. An-
nex

Clarksburg: Room 317, Post Office
Bldg.

Wheeling: 114 Fidelity Bldg.

REGION V

(Ky., Mich., Ohio)

Regional Office

John R. Newland, Regional Supervisor
Bureau of Apprenticeship
506 Ninth-Chester Bldg.
Cleveland 14, Ohio

Field Offices

Kentucky:

Lexington: 508 West Main St.

Louisville: 423 South Fifth St.

Michigan:

Battle Creek: 408 Michigan National
Bank Bldg., 1 West Michigan Ave.

Detroit: Room 304, Owen Bldg.

REGION V—Continued

Grand Rapids: 1208 Peoples National Bank Bldg.
Lansing: 201 Leslie Ave.
Saginaw: 218 Graebner Bldg., 120 North Michigan Ave.
Sault Ste. Marie: 304 Central Savings Bank Bldg.

Ohio:

Akron: % O S. E. S., 3d Floor, 33 North Main St.
Canton: Room 215, Dime Savings Bank Bldg.
Cincinnati: Room 411 B, Post Office Bldg.
Columbus: 418 New Federal Bldg.
Dayton: 609 Municipal Bldg., 3d and Ludlow Sts.
Lima: 205 Old Dominion Bldg.
Newark: 166 Quentin Road
Portsmouth: Room 4, Post Office Bldg.
Toledo: Room 11-A, Old Federal Bldg.
Youngstown: 515 Union National Bank Bldg.

REGION VI

(Ill., Ind., Wis.)

Regional Office

Cecil L. Utterback, Regional Supervisor
Bureau of Apprenticeship
Room 404, 226 West Jackson Boulevard
Chicago 6, Ill.

Field Offices

Illinois:

Alton: Post Office Bldg.
Joliet: Room 412, Morris Bldg., 58 North Chicago St.
Moline: 1630 Fifth Ave.
Mount Vernon: 118½ North Tenth St.
Peoria: 731 First National Bank Bldg.
Rockford: 215 Walnut St.
Springfield: 514½ East Monroe St.

Indiana:

Evansville: 310 Post Office Bldg.
Fort Wayne: 203 Paramount Bldg.
Gary: 25 East Sixth Ave.
Indianapolis: 313 Kresge Bldg.
Lafayette: 658 East Main St.
Marion: 316 East Fourth St.
South Bend: 216 North Michigan St.
Terre Haute: 307 Federal Bldg.

Wisconsin:

Green Bay: 302 Post Office Bldg.
Madison: Room 211, State Office Bldg.
Milwaukee: % Industrial Commission, 623 North Second St.
Oshkosh: Room 204, Post Office Bldg.
Racine: Room 319, Arcade Bldg.
423 Main St.

REGION VII

(Ala., Fla., Ga., Miss., S. C., Tenn.)

Regional Office

Charles N. Conner, Regional Supervisor
Bureau of Apprenticeship
Room 722, Grand Theater Bldg.
Atlanta 3, Ga.

Field Offices

Alabama:

Birmingham: 1212 Comer Bldg.
Mobile: 129 Federal Bldg.
Montgomery: 211 Old Post Office Bldg.
Sheffield: % Alabama Employment Service, State National Bank Bldg.

Florida:

Jacksonville: Room 443, Post Office Bldg.
Miami: 716 Seybold Bldg.
Orlando: % U. S. E. S., 22 East Pine St.
Tallahassee: 111 City Administration Bldg.
Tampa: Room 904, Wallace S. Bldg., 608 Tampa St.

REGION VII—Continued

Georgia:

Columbus: Room 203, 1014½
Broadway

Savannah: 402 Blun Bldg.

Mississippi:

Jackson: 414 Deposit Guaranty Bank
Bldg.

Meridian: 221 Pythian Bldg.

South Carolina:

Charleston: Room 222, The Center

Columbia: 2065 Blossom St.

Spartanburg: 211 Montgomery Bldg.

Tennessee:

Chattanooga: Room 217, Post Office
Bldg.

Knoxville: 600 Empire Building
% Department of Employment Se-
curity

Memphis: 3rd Floor, Dillard Bldg.
122 Union St.

Nashville: 401 Presbyterian Bldg.
152 4th Ave. N.

REGION VIII

(Iowa, Minn., Nebr., N. Dak., S. Dak.)

Regional Office

John F. Barrett, Regional Supervisor

Bureau of Apprenticeship

410 Pence Bldg.

730 Hennepin Ave.

Minneapolis 3, Minn.

Field Offices

Iowa:

Burlington: Room 523, Tama Bldg.

Cedar Rapids: 509 3rd Ave. SE.

Davenport: Rooms 312-313, Post
Office Bldg., 131 East 4th St.

Des Moines: Room 310, 1011 Lo-
cust St.

Mason City: Room 16, Post Office
Bldg.

Sioux City: 308 Federal Bldg.

Waterloo: % Veterans' Administra-
tion, Masonic Temple Bldg., East
Park and Mulberry

Minnesota:

Duluth: 212 Bradley Bldg.

Mankato: % U. S. E. S., 635 South
Front St.

St. Cloud: % U. S. E. S., 706 St. Ger-
main St.

St. Paul: Ashton Bldg.

1547 University Ave.

Nebraska:

Lincoln: % U. S. E. S., 1213 N. St.

Omaha: 201 Arthur Bldg.

210 South 18th St.

North Dakota:

Fargo: % U. S. E. S., 630 First Ave., N.

South Dakota:

Aberdeen: 503 Capitol Bldg.

417 South Main

Huron: 201 Post Office Bldg.

410 Dakota, South.

REGION IX

(Ark., Kans., Mo., Okla.)

Regional Office

Taylor F. Custer, Regional Supervisor

Bureau of Apprenticeship

1509 Fidelity Bldg.

Kansas City 6, Mo.

Field Offices

Arkansas:

Fort Smith: 111 Federal Bldg., South
12th and A Sts.

Little Rock: 201 Old Post Office Bldg.

Kansas:

Topeka: 625 New England Bldg.

Wichita: 308 Derby Bldg.

325 West Broadway

Missouri:

St. Joseph: % U. S. E. S., 114½ S.
Eighth St.

St. Louis: Room 507, New Federal
Bldg.

12th and Market St.

Springfield: 246 Wilhoit Bldg.

REGION IX—Continued

Oklahoma:

Muskogee: 312 Manhattan Bldg.
Oklahoma City: 411-412 Oklahoma
Natural Bldg.
Third and Harvey Ave.
Tulsa: 916 Daniel Bldg.
103 East Third St.

REGION X

(La., N. Mex., Tex.)

Regional Office

Travis J. Lewis, Regional Supervisor,
Bureau of Apprenticeship,
Room 608, 1114 Commerce St.,
Dallas 2, Tex.

Field Offices

Louisiana:

Baton Rouge: 329 Florida St.
Lake Charles: 432 Kirby St.
New Orleans: 127 Elk Place.
Shreveport: 327 Crockett St.

New Mexico:

Albuquerque: Room 413, Federal
Bldg.
Santa Fe: U. S. Court House, Room 5,
Basement.

Texas:

Austin: 301 West Sixth St.
Beaumont: 315 Federal Bldg.
El Paso: 508 N. Kansas St.
Fort Worth: Room 419, U. S. Court
House.
Houston: Room 505, Milam Bldg.
Longview: Room 213, Post Office
Bldg.
Lubbock: 1114 10th Street
San Antonio: Room 592, Federal
Bldg.
Waco: 421 Columbus Ave.

REGION XI

(Colo., Idaho, Mont., Utah, Wyo.)

Regional Office

Clifford B. Noxon, Regional Supervisor,
Bureau of Apprenticeship,
521 Continental Oil Bldg.,
18th and Glenarm,
Denver 2, Colo.

Field Offices

Colorado:

Colorado Springs: 14 South Nevada
Avenue.
Grand Junction: Box 936, Post Office
Bldg.
Greely: Horace Mann School Bldg.
Pueblo: 409 Court St.

Idaho:

Boise: 209 Continental Bank Bldg.
Coeur d'Alene: Room 207, Harding
Bldg., 5th and Sherman.

Montana:

Great Falls: 1st Floor, City Hall
Helena: Room 422, State Capitol
Bldg.

Utah:

Ogden: 404 Eccles Bldg.
Provo: 45 North University Ave.
Salt Lake City: 420 Atlas Bldg.

Wyoming:

Casper: Room 223, 124 West 2d St.

REGION XII

(Ariz., Calif., Nev., Oreg., Wash.)

Regional Office

Broncel R. Mathis, Regional Supervisor
Bureau of Apprenticeship
Room 560, Federal Office Bldg.
Civic Center, Fulton and Leavenworth
San Francisco 2, Calif.

REGION XII—Continued

Field Offices

Arizona:

Phoenix: 719 Security Bldg., 234
North Central Ave.

Tucson 180 North Meyer St.

California:

Fresno: 232 Holland Bldg.

Long Beach: 616 Jergins Trust Bldg.,
100-120 East Ocean Boulevard.

Los Angeles: 617 H. W. Hellman
Bldg., 354 South Spring St.

Oakland: Division of Apprenticeship
Standard, 144 13th St.

Sacramento: 631 Jay St.

San Diego: 301 West G St.

Nevada:

Reno: 255 South Virginia St.

Oregon:

Eugene: 610 West Willamette St.

Medford: Federal Office Bldg., 33
North Riverside Ave.

Portland: Room 307, U. S. Court
House (Old)

Washington:

Longview: % Washington State Em-
ployment Service, 1436 Commerce.

Seattle: 3303 White Bldg.

Spokane: 614 Empire State Bldg.,
West 905 Riverside Ave.

Tacoma: 519 Provident Bldg.

Yakima: 321-323 East Yakima Ave.,
406 Masonic Bldg.

TERRITORY

Hawaii:

Honolulu: 343 Federal Bldg.

OTHER PUBLICATIONS AVAILABLE

Copies of any of the following publications may be obtained by writing to the nearest regional or field office listed in this pamphlet, or to Bureau of Apprenticeship, U. S. Department of Labor, Washington 25, D. C.

THE NATIONAL APPRENTICESHIP PROGRAM: Review of development of apprenticeship in this country and how apprenticeship systems are established. Explanation of functions of Bureau of Apprenticeship, Federal Committee on Apprenticeship, State apprenticeship agencies, National, State, and local apprenticeship committees.

APPRENTICE TRAINING FOR RETURNING SERVICE-MEN.—Explains simply the essential points veterans want to know about apprenticeship.

APPRENTICESHIP CREDIT FOR PREVIOUS EXPERIENCE.—Discusses credit for previous experience given apprentices on apprenticeship term, and how credit is determined. Of primary interest to those directly concerned with this aspect of apprenticeship.

NATIONAL APPRENTICESHIP STANDARDS

NATIONAL BRICKLAYERS' APPRENTICESHIP PROGRAM AND STANDARDS.

NATIONAL STANDARDS OF APPRENTICESHIP FOR THE CRAFTS OF THE PLASTERING INDUSTRY.

NATIONAL APPRENTICESHIP AND TRAINING STANDARDS FOR THE ELECTRICAL INDUSTRY.

NATIONAL STANDARDS FOR CARPENTRY APPRENTICESHIP, Bulletin No. 54.

NATIONAL STANDARDS FOR CEMENT, ASPHALT AND COMPOSITION FINISHING APPRENTICESHIP.

BUILDING A NATIONAL PAINTING AND DECORATING APPRENTICESHIP SYSTEM—Bulletin No. 23: A manual of procedure for establishing local painting and decorating apprenticeship standards.

PUTTING NATIONAL PLUMBING APPRENTICESHIP STANDARDS TO WORK, Bulletin No. 16: A manual of procedure for establishing local plumbing apprenticeship standards.

NATIONAL STANDARDS FOR STEAM FITTING APPRENTICESHIP, Part I, Bulletin No. 28: Includes suggestions for putting national standards into operation in Local communities.

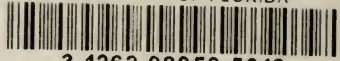
SUGGESTED LOCAL STANDARDS FOR TRAINING STEAM FITTING APPRENTICES, Part 2, Bulletin No. 28: Based on The National Standards for Steam Fitting Apprentices.

STANDARDS AND ORGANIZATION FOR APPRENTICESHIP IN THE STAINED GLASS INDUSTRY.

NATIONAL PATTERN FOR LOCAL APPRENTICESHIP STANDARDS IN THE ROOFING INDUSTRY.

NATIONAL STANDARDS OF APPRENTICESHIP FOR TILE SETTERS.

UNIVERSITY OF FLORIDA



3 1262 08858 5616